

**Richland County
Public Safety Standing Committee**

July 1, 2024

NOTICE OF MEETING

Please be advised that the Richland County Public Safety Standing Committee will convene on Friday, July 5, 2024 at 8:30 AM in the Richland County Board Room of the Courthouse at 181 West Seminary Street, Richland Center, WI 53581.

Information for attending the meeting virtually (if available) can be found at the following link:

<https://administrator.co.richland.wi.us/minutes/public-safety-committee/>

If you have any trouble accessing the meeting, please contact MIS Director Barbara Scott at 608-649-5922 (phone) or barbara.scott@co.richland.wi.us (email).

Agenda

1. Call To Order
2. Roll Call
3. Verification Of Open Meetings Law Compliance
4. Approval Of Agenda
5. Approval Of Minutes From June 7, 2024 Meeting
6. Public Comment
7. Reports
 - A. Sheriff – Departmental Activities & Projects
 - B. Coroner – Departmental Activities & Projects
 - C. Circuit Court Judge – Departmental Activities & Projects
 - D. Clerk Of Court – Departmental Activities & Projects
 - E. Register In Probate – Departmental Activities & Projects
 - F. District Attorney – Departmental Activities & Projects
 - G. Emergency Management – Departmental Activities & Projects
 - H. PSAP & GIS Grants
 - I. Radio Tower Project
 - J. Mapping, Radio Systems, And Squad Updates
8. Approval Of Monthly Invoices
9. Discussion & Possible Action: Jail Mental Health Contract
10. Discussion & Possible Action: Sale Of Sheriff's Office Surplus Firearms
11. Discussion & Possible Action: Approval Of Amendments To The Richland County Sheriff's Office Ordinance No. 89-7 Relating To Department Staffing & Hiring Practices
12. Discussion & Possible Action: Approval To Deviate From Sheriff's Office Ordinance No. 89-7 Relating To Department Staffing & Hiring
13. Correspondence
14. Future Agenda Items
15. Adjourn

A quorum may be present from other Committees, Boards, or Commissions. No committee, board or commission will exercise any responsibilities, authority or duties except for the Public Safety Standing Committee.

Derek S. Kalish
County Clerk

Richland County Public Safety Standing Committee

June 7, 2024

The Richland County Public Safety Standing Committee convened on Friday, June 7, 2024 in person and virtually at 8:30 AM in the County Boardroom of the Richland County Courthouse.

Call To Order: Committee Chair Frank called the meeting to order at 8:31 AM.

Roll Call: Deputy Clerk Hege conducted roll call. Committee member(s) present: Craig Woodhouse, David Turk via WebEx, Chad Cosgrove, Bob Frank, Kerry Severson via WebEx, and Julie Fleming. Committee member(s) absent: Gary Manning.

Verification of Open Meetings Law Compliance: Deputy Clerk Hege confirmed the meeting had been properly noticed.

Approval Of Agenda: Motion by Cosgrove second by Fleming to approve agenda. Motion carried and agenda declared approved.

Approval Of Minutes From May 3, 2024 Meeting: Motion by Fleming, second by Woodhouse to approve May 3, 2024 minutes. Motion carried and minutes declared approved.

Public Comment: Attorney Windle shared information on J.O.B.S., a juvenile offenders community service program that the City of Richland Center implemented and how there is potential for offenders in the County to benefit from the program once it has been established. Brief discussion ensued.

Reports:

- A. Sheriff – Departmental Activities & 2025 Budget Prep Update** Sheriff Porter presented the Sheriff's Monthly Report to the committee. Brief discussion ensued.

Approval of Monthly Invoices: Sheriff Porter gave a brief explanation of the monthly invoices and noted several adjustments to which budget line(s) several invoices would be charged to. Brief discussion ensued. Motion by Fleming, second by Cosgrove to approve the Sheriff's Department's monthly invoices. Motion carried and the monthly invoices were approved.

- B. Coroner - Departmental Activities & 2025 Budget Prep Update:** Sheriff Porter presented the Coroner's Report in place of James Rossing, Richland County Coroner. Total of 10 cases for Richland County in May 2024. Cases included: 2 lung-related, 2 dementia-related, 4 heart-related, 1 aneurysm, and 1 workplace accident. Brief discussion ensued. Michael Jessen, Emergency Management Director, requested that the Coroner's office follow up with the EMS department on the workplace death.
- C. Circuit Court Judge - Departmental Activities & 2025 Budget Prep Update:** Judge McDougal commented that the Circuit Court Judge does not have their own budget, separate from the Clerk of Court or Register in Probate. Discussion ensued. Judge McDougal gave a brief report on the space needs meeting, physical safety report updates and recent safety and securities meetings, audio issues in the court rooms and the protentional for adverse effects by the poor audio quality, and the new signage in regards to court safety. Discussion ensued.

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- D. Clerk Of Court - Departmental Activities & 2025 Budget Prep Update:** Committee Chair Frank read an email from Clerk of Court, Stacey Kleist on the Clerk of Court budget projections and capital improvement requests.
- E. Register In Probate - Departmental Activities & 2025 Budget Prep Update:** The Register in Probate, Jenifer Laue, briefly spoke on the Register in Probate budget projections and capital improvement requests. Brief discussion ensued.
- F. District Attorney - Departmental Activities & 2025 Budget Prep Update:** District Attorney, Jennifer Harper, gave an overview of the structure, function, and budgeting for the District Attorney's Office. Ms. Harper also briefly reported on space needs meeting, State of WI budget process as it affects the DA's Office, and the possibility of getting a part time prosecutor.
- G. Emergency Management - Departmental Activities & 2025 Budget Prep Update:** Michael Jessen, the new Emergency Management Director introduced himself to the committee, reported on the current HazMat response process, capital improvement requests, proposed changes to staffing and certifications, and the recent gas leak in Ithaca. Extensive discussion ensued. John Heinen, Community Emergency Coordinator/Haz Planner gave a brief update on the gas leak in Ithaca.
- H. PSAP & GIS Grants:** MIS Director Scott reported on the process and progression with closing out the 2023 PSAP grant and 2023 NG911 Grant, and the reception of the 2024 NG911 grant.
- I. Radio Tower Project:** MIS Director Scott reported that the tower leases are being signed and the project is progressing in spite of a protected bird being found in the Viola area. Ms. Scott gave a brief explanation for moving away from the US Cellular site. Discussion ensued.
- J. Mapping, Radio Systems, And Squad Updates:** Sheriff Porter reported on the current updates to the squads and the outfitting of the new squads, and that the deer damage to the squads has been repaired. Brief discussion ensued.

Discussion & Possible Action: Approval Of Amendments To The Richland County Sheriff's Department Ordinance No. 89-7: Committee Chair Frank gave a brief review of the amendments to the ordinance. Extensive discussion ensued. Unanimous voice vote to have Attorney Windle review the entire ordinance and move the item to the next meeting of the Public Safety Standing Committee.

Resolutions

- A. Resolution Approving The Sheriff's Office's Purchase Of New Mobile And Portable Radios For The New Radio System.** Sheriff Porter gave a brief explanation and pointed out that there was a typo in the resolution. In the second paragraph \$74,000 was referenced when it should have read \$78,000. Brief discussion ensued. Committee Chair Frank entertained a motion to move the resolution forward to the Executive Standing Committee. Motion by Fleming, second by Cosgrove to move the resolution forward to the Executive Standing Committee. Motion carried and the resolution was moved forward to the Executive Standing Committee.
- B. Resolution Approving An Intradepartmental Partnership Of MIS, Land Information, And The Sheriff's Department Applying For And Accepting An NG911 GIS Grant From Wisconsin Department Of Military Affairs.** MIS Director Scott gave a brief explanation of the resolution. Committee Chair Frank entertained a motion to move the resolution forward to County Board for approval. Motion by Fleming, second by Woodhouse to move the resolution to County Board. Motion carried and the resolution was moved forward to County Board.
- C. Resolution Approving An Intradepartmental Partnership Of MIS, And The Sheriff's Department Applying For And Accepting An PSAP Grant From Wisconsin Department Of Military Affairs For 2025.** MIS Director Scott gave a brief explanation of the resolution.

Richland County Public Safety Standing Committee

Committee Chair Frank entertained a motion to move the resolution forward to County Board for approval. Motion by Cosgrove, second by Fleming to move the resolution to County Board. Motion carried and the resolution was moved forward to County Board

Correspondence: None

Future Agenda Items: None

Adjourn: Committee Chair Frank entertained a motion to adjourn. Motion by Fleming, second by Cosgrove to adjourn. Motion carried and meeting adjourned at 10:33 AM.



Myranda H. Hege
Deputy County Clerk

**SHERIFF'S MONTHLY REPORT
 RICHLAND COUNTY
 MONTH OF JUNE 2024**

(PRESENTED AT THE JULY 5, 2024 PUBLIC SAFETY MEETING)



	2024		
	APR	MAY	JUNE
TOTAL AMOUNT OF MONTHLY VOUCHERS SUBMITTED	\$32,035.96	\$37,069.45	\$38,434.66
NUMBER OF JAIL BOOKINGS	60	71	59
AVERAGE NUMBER OF INMATES HOUSED IN OUR COUNTY	33.43	36.87	40.25
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	456	477	410
TRAFFIC CITATIONS ISSUED	63	74	33
TRAFFIC WARNINGS ISSUED	3	5	4
CIVIL PROCESS PAPERS SERVED	33	15	10
TRANSPORTS FOR THE MONTH	4	15	13
AVERAGE NUMBER ON ELECTRONIC MONITORING	7.00	6.00	6.00

Monthly Activity

Jail Activity:

690 calls for service
 86 calls for EMS
 154 calls for RCPD

Register in Probate Office

ACS FINANCIAL SYSTEM
7/02/2024 11:49:45
LEVEL OF DETAIL 1.0 THRU 4.0

Expenditure Guideline
FOR THE PERIOD(S) JAN 01, 2024 THROUGH JUN 30, 2024

RICHLAND COUNTY
GL520R-V08.21 PAGE 1

	ANNUAL REVISED BUDGET	ENCUMBERED	ACT MTD POSTED AND IN PROCESS	ACT YTD POSTED AND IN PROCESS	REMAINING BALANCE	PCT
10 GENERAL FUND						
5120 REGISTER IN PROBATE						
0000 PROJECT						
5111 SALARIES - REGULAR	93,948.40	0.00	7,226.80	46,974.20	46,974.20	50 -----
5112 SALARIES - PART-TIME	0.00	0.00	0.00	0.00	0.00	0
5144 WITNESS FEES	150.00	0.00	0.00	0.00	150.00	0
5150 SECTION 125 PLAN-CO SHARE	225.00	0.00	13.40	80.40	144.60	35 ---
5151 FICA - COUNTY SHARE	7,187.05	0.00	520.37	3,395.71	3,791.34	47 ----
5152 RETIREMENT - COUNTY SHARE	6,482.44	0.00	498.66	3,241.29	3,241.15	50 -----
5153 DENTAL INSURANCE-CO SHARE	1,257.24	0.00	70.70	424.20	833.04	33 ---
5154 HEALTH INSURANCE - COUNTY SH	34,265.87	0.00	2,756.39	16,538.34	17,727.53	48 ----
5155 LIFE INSURANCE - COUNTY SHAR	60.26	0.00	6.71	39.46	20.80	65 -----
5161 HEALTH INS REIMBURSEMENT DED	1,500.00	0.00	29.70	496.01	1,003.99	33 ---
5215 PSYCHOLOGICAL EVALUATION	6,000.00	0.00	0.00	0.00	6,000.00	0
5216 INTERPRETER FEES	600.00	0.00	112.50	112.50	487.50	18 -
5225 TELEPHONE	1,500.00	0.00	36.13	216.78	1,283.22	14 -
5251 TRANSCRIPTS	150.00	0.00	0.00	0.00	150.00	0
5311 POSTAGE AND ENVELOPES	1,000.00	0.00	45.12	320.63	679.37	32 ---
5315 COPY PAPER AND EXPENSE	400.00	0.00	0.00	100.70	299.30	25 --
5319 OFFICE SUPPLIES & COMPUTER S	1,100.00	0.00	0.00	255.15	844.85	23 --
5324 DUES & SUBSCRIPTIONS	214.00	0.00	0.00	180.00	34.00	84 -----
5326 ADVERTISING	200.00	0.00	0.00	0.00	200.00	0
5334 REGISTRATION	100.00	0.00	0.00	0.00	100.00	0
5335 MEALS	200.00	0.00	0.00	17.17	182.83	8
5336 LODGING	450.00	0.00	0.00	0.00	450.00	0
5339 MILEAGE	400.00	0.00	0.00	97.92	302.08	24 --
5819 NEW EQUIPMENT	1,200.00	0.00	0.00	0.00	1,200.00	0
TOTAL: PROJECT	158,590.26	0.00	11,316.48	72,490.46	86,099.80	45 ----
0103 GAL FEES CHAPTER 48 & 938						
5212 ATTORNEY-GAL FEES	16,150.00	0.00	1,662.55	4,340.83	11,809.17	26 --
TOTAL: GAL FEES CHAPTER 48 & 938	16,150.00	0.00	1,662.55	4,340.83	11,809.17	26 --
0104 GAL FEES CH 51, 54, & 55						
5212 ATTORNEY-GAL FEES	17,000.00	0.00	3,124.16	9,852.75	7,147.25	57 -----
TOTAL: GAL FEES CH 51, 54, & 55	17,000.00	0.00	3,124.16	9,852.75	7,147.25	57 -----
0109 ADVERSARY-REG IN PROBATE						
5212 ADVERSARY ATT-REG IN PROBATE	25,000.00	0.00	0.00	3,590.00	21,410.00	14 -
TOTAL: ADVERSARY-REG IN PROBATE	25,000.00	0.00	0.00	3,590.00	21,410.00	14 -
0112 N/F COURT COMMISSIONER						
5212 ATTORNEY-N/F COURT COMMISSNR	500.00	0.00	0.00	0.00	500.00	0
TOTAL: N/F COURT COMMISSIONER	500.00	0.00	0.00	0.00	500.00	0
TOTAL: REGISTER IN PROBATE	217,240.26	0.00	16,103.19	90,274.04	126,966.22	41 ----
TOTAL: GENERAL FUND	217,240.26	0.00	16,103.19	90,274.04	126,966.22	41 ----

Disbursement History Report

CHECK#	DATE	VENDOR	VENDOR NAME DETAIL DESCR	AMOUNT	CLAIM PROJECT	INVOICE	SOURCE/JE/ID F 9 BX M BANK FUND & ACCOUNT	LINE	ACCOUNT NAME
38335	06/05/24	2860	JACKSON LAW FIRM SC 05/29 19JC03	1,512.55		19JC03	D-060524-718 N 01 WF52 10.5120.0103.5212	00032	ATTORNEY-GAL FEES
38487	06/14/24	8035	DADOUN LAW LLC 06/06 99GN13	310.00		99GN13	D-061424-760 N 01 WF52 10.5120.0104.5212	00010	ATTORNEY-GAL FEES
38488	06/14/24	132	FRANK/ATTORNEY THEODORE 06/11 21GN15	209.60		21GN15	D-061424-760 N 01 WF52 10.5120.0104.5212	00008	ATTORNEY-GAL FEES
38488	06/14/24	132	FRANK/ATTORNEY THEODORE 06/06 24GN04	918.48		24GN04	D-061424-760 N 01 WF52 10.5120.0104.5212	00011	ATTORNEY-GAL FEES
				1,128.08		*CHECK TOTAL			
38506	06/17/24	616	SOUTHERN WI INTERPRETING 5/13	112.50		II-8843	D-061724-754 - WF52 10.5120.0000.5216	00005	INTERPRETER FEES
38683	06/20/24	1055	ANGEL/TIMOTHY L 06/13 12GN05	360.00		12GN05	D-062024-772 N 01 WF52 10.5120.0104.5212	00009	ATTORNEY-GAL FEES
38689	06/20/24	132	FRANK/ATTORNEY THEODORE 06/13 21GN26	359.52		21GN26	D-062024-772 N 01 WF52 10.5120.0104.5212	00008	ATTORNEY-GAL FEES
38690	06/20/24	1575	TECH COM, INC 06/20 597500	36.13		597500	D-062024-772 - WF52 10.5120.0000.5225	00029	TELEPHONE
38736	06/28/24	8035	DADOUN LAW LLC 06/21 24TP05	150.00		24TP05	D-062824-805 N 01 WF52 10.5120.0103.5212	00001	ATTORNEY-GAL FEES
38738	06/28/24	132	FRANK/ATTORNEY THEODORE 06/24 21JC12	352.64		21JC12	D-062824-805 N 01 WF52 10.5120.0104.5212	00024	ATTORNEY-GAL FEES
38738	06/28/24	132	FRANK/ATTORNEY THEODORE 06/25 24GN06	329.20		24GN06	D-062824-805 N 01 WF52 10.5120.0104.5212	00026	ATTORNEY-GAL FEES
38738	06/28/24	132	FRANK/ATTORNEY THEODORE 06/25 24GN09	284.72		24GN09	D-062824-805 N 01 WF52 10.5120.0104.5212	00025	ATTORNEY-GAL FEES
				966.56		*CHECK TOTAL			

		ADOPTED BUDGET	REVISED BUDGET	ANNUAL ACT MTD POSTED AND IN PROCESS	ACT YTD POSTED AND IN PROCESS	REMAINING BALANCE	PCT	
10	GENERAL FUND							
4500	PUBLIC CHARGES FOR SERVICES							
0206	PROBATE FEES							
4515	REGISTER IN PROBATE - PROBAT	6,000.00	6,000.00	660.27	4,927.48	1,072.52	82	-----
TOTAL:	PROBATE FEES	6,000.00	6,000.00	660.27	4,927.48	1,072.52	82	-----
0207	CERTIFICATIONS							
4515	REGISTER IN PROBATE - CERTIF	300.00	300.00	20.00	300.00	0.00	100	-----
TOTAL:	CERTIFICATIONS	300.00	300.00	20.00	300.00	0.00	100	-----
TOTAL:	PUBLIC CHARGES FOR SERVICES	6,300.00	6,300.00	680.27	5,227.48	1,072.52	82	-----
TOTAL:	GENERAL FUND	6,300.00	6,300.00	680.27	5,227.48	1,072.52	82	-----

Account Activity by Trans Date
 SORTING BY TRANS DATE.....

SRC/JE/ID	DIRCTY VEN/CUS/EXPL	DATE	REFER	INVOICE	AMOUNT	DETAIL DESCR
	10			GENERAL FUND		
	10.4500			PUBLIC CHARGES FOR SERVICES		
	10.4500.0206			PROBATE FEES		
	10.4500.0206.4515			REGISTER IN PROBATE - PROBAT	12,367.87CR	BEGINNING BALANCE
R-060324-714	REGISTER IN PROBATE	060324	62820		660.27CR	COUNTY-33.33%
.....	10.4500.0206.4515			REGISTER IN PROBATE - PROBAT	13,028.14CR	*TOTAL.....
.....	10.4500.0206			PROBATE FEES	13,028.14CR	*TOTAL.....
	10.4500.0207			CERTIFICATIONS		
	10.4500.0207.4515			REGISTER IN PROBATE - CERTIF	855.92CR	BEGINNING BALANCE
R-060324-714	REGISTER IN PROBATE	060324	62820		20.00CR	CERTIFICATION FEES
.....	10.4500.0207.4515			REGISTER IN PROBATE - CERTIF	875.92CR	*TOTAL.....
.....	10.4500.0207			CERTIFICATIONS	875.92CR	*TOTAL.....
.....	10.4500			PUBLIC CHARGES FOR SERVICES	13,904.06CR	*TOTAL.....
.....	10			GENERAL FUND	13,904.06CR	*TOTAL.....

Sq year	Plate	Vin#	January	February	March	April	May
2016	896ZBT	6G3NS5R21GL224245	159,845	160,000	161,000	162,434	162,550
2018	ADY7972	1FM5K8AR8JGB69005	56,723	58,439	59,310	60,140	60,513
2018	AED1287	1FM5K8AR6JGB69004	64,194	67,030	68,745	70,648	72,012
2018	7755	1FM5K8ARXJGB93287	56,940	57,748	58,347	58,736	59,119
2018	AST2493	1FM5K8AR1JGA84720	77,796	78,531	79,377	80,526	81,635
2018	5871	1FM5K8AR4JGC17213	151,223	151,514	151,550	151,550	151,602
2018	7754	1FM5K8AR2JGC17212	172,731	172,731	172,740	172,780	172,875
2019	5874	2C3CDXKTXKH600559	111,939	113,964	114,220	114,250	115,393
2019	AJM5933	2C4RDGBG8KR808426	44,123	45,910	47,890	48,999	49,772
2019	6898	1FTEW1P49KKC42277	73,645	76,851	78,761	80,941	82,574
2019	6958	1FTEW1P47KKC42276	68,310	69,446	71,294	73,004	74,468
2020	5872	1C4RDJFG6LC369759	38,070	39,330	40,118	40,764	41,999
2020	8980	1C4RDJFG2LC369757	70,285	75,079	77,393	80,747	82,737
2020	9047	1C4RDJFG4LC369758	71,186	74,346	76,233	78,226	79,486
2020	F2574	1C4RDJFG2LC369760	83,379	89,931	92,504	95,368	97,309
2021	TM8804	1C6SRFGT6MN708092	25,055	26,654	27,628	29,412	30,736
2021	5873	1FM5K8AB1MGB61433	39,628	43,230	44,585	46,760	48,285
2021	9794	1FM5K8AB3MGB61434	42,130	44,652	46,877	48,917	50,334
2022	E5876	1FM5K8AB7NGB48221	26,675	30,787	32,643	34,169	35,895
2022	E5619	1FM5K8AB2NGB50491	27,369	27,400	31,542	34,377	36,892
2023	E5875	1C4RDJFG8PC591449		4,169	6479	9,081	10,748
2023	E7754	1C4RDJFG9PC591539		3,746	5461	7,539	9,236
2024	AXF7591	1C4RDJFG1RC139717				880	1,569
2024	F2890	1C4RDJFGXRC139716					

June	July
174,063	175,694
61,316	61,960
73,979	75,564
60,072	60,100
83,210	84,037
152,007	152,630
172,925	173,102
115,895	117,383
50,773	52,136
84,968	85,761
76,107	77,240
43,515	45,723
85,793	86,186
82,322	83,564
100,873	101,917
31,469	32,615
50,773	52,324
52,484	54,325
37,617	39,548
38,997	40,816
13,752	14,485
10,835	12,513
2,000	2,332

**RICHLAND COUNTY SHERIFF'S DEPARTMENT
MONTHLY BILLS SUBMITTED FOR APPROVAL
JUNE 2024 BILLS**

(PRESENTED AT THE JULY 5TH, 2024 PUBLIC SAFETY COMMITTEE MEETING)

NO.	VENDOR	# OF INV.	DESCRIPTION	INVOICE #	General Dept. Bills \$ AMT	LINE ITEM	LINE ITEM
1	ADVANCED CORRECTIONAL	2	CARE OF PRISONERS	1722, 1273	12,171.89	10.5251.0000.5296	
2	AERO PRECISION	1	NEW SQUAD	1740138	1,912.50	92.5685.0000.5999	
3	BINDL TIRE	4	SQUAD MAINTENANCE	933295, 936309, 905410, 956255	385.40	10.5211.0000.5352	
4	CDW GOVERNMENT	2	COMPUTER & NEW SQUAD	14645, 91875	1,230.15	10.5211.0000.5813	92.5685.0000.5999
5	CHARM-TEX	1	JAIL SUPPLIES	367679	449.50	10.5251.0000.5352	
6	CORNERSTONE SERVICE	1	SQUAD MAINTENANCE	17911	70.75	10.5211.0000.5352	
7	ELIOR-SUMMIT FOODS	4	MEALS FOR PRISONERS	209161, 209846, 210263, 211088	14,603.67	10.5251.0000.5294	
8	FILLBACK FORD	1	SQUAD MAINTENANCE	309202	232.34	10.5211.0000.5352	
9	GALLS	4	UNIFORM ALLOW/BIEGE, EWERS, ISAACSON	27988047, 27988273, 28014076, 28005545	102.60	19.5213.0000.5346	
10	GENERAL COMMUNICATIONS	1	SQUAD MAINTENANCE	332653	13.05	10.5211.0000.5352	
11	GFC	3	COPY LEASE	929646, 14720276, 14720277	286.57	10.5211.0000.5311	10.5251.0000.5311
12	LEMKE, DYLAN	1	UNIFORM ALLOWANCE	N/A	63.25	19.5213.0000.5346	
13	LISNEY, ALLYSSA	1	GENERAL UNIFORM	N/A	25.30	10.5211.0000.5346	
14	MACQUEEN	1	RADIO PARTS & REPAIR	31034	88.02	10.5217.0000.5352	
15	MCKESSON MEDICAL	2	JAIL SUPPLIES	22252063, 22237689	256.21	10.5251.0000.5352	
16	OPTIONS LAB INC	1	CARE OF PRISONERS	5049169	615.00	10.5251.0000.5296	
17	PIONEER PRINT CO	1	UNIFORM ALLOWANCE/BROCKWAY	5465	100.00	19.5213.0000.5346	
18	POMPS TIRE	1	SQUAD MAINTENANCE	60998	587.00	10.5211.0000.5352	
19	RHYME	1	JAIL OFFICE SUPPLIES	745552	142.23	10.5251.0000.5319	
20	THE RICHLAND HOSPITAL	1	CARE OF PRISONERS	39	1,394.00	10.5251.0000.5296	
21	SCHILDGEN, CHRISTOPHER	1	OFFICER SUPPLIES	N/A	26.36	10.5211.0000.5319	
22	SCHILDGEN, CHRISTOPHER	1	UNIFORM ALLOWANCE	N/A	12.06	19.5213.0000.5346	
23	SHOPPING NEWS	1	UNIFORM ALLOWANCE/D. RUPNOW	392229	40.67	19.5213.0000.5346	
24	SOUTHWEST WI TECH COLLEGE	1	CARE OF PRISONERS	981	1,891.73	10.5251.0000.5296	
25	SUMMIT PROTECTION	1	FIRE SYSTEM MAINT	182016719	176.40	10.5211.0000.5291	
26	TC AUTOWORKS	1	SQUAD MAINTENANCE	13051	261.82	10.5211.0000.5352	
27	THE SHOE BOX	1	UNIFORM ALLOWANCE/HERBERS	87664	148.50	19.5213.0000.5346	
28	WAUKESHA COUNTY TECH COLLEGE	1	TRAINING	832004	150.00	10.5211.0000.5157	
29	WEGNER AUTO	5	TOWING	6607, 6547, 5672, 6552, 6557	765.00	10.5211.0000.5295	
30	WERTZ PLUMBING	1	RADIO MAINTENANCE	55571	232.69	10.5217.0000.5352	

JUNE 2024 BILLS			38,434.66
SHERIFFS DEPARTMENT			2,913.80
POLICE RADIO			320.71
COUNTY JAIL			31,678.02
SHERIFFS OUTLAY-NEW CARS			3,055.05
DEPARTMENT-UNIFORM ALLOWANCE			467.08
SPECIAL INVESTIGATIONS			
DOG CONTRACT-MONTHLY PAYMENT			1,500.00
CURRENT MONTH'S JAIL ASSESSMENT			67,366.57

Mental Health Treatment Agreement

This Agreement (hereafter referred to as "Agreement") is entered into on this day in 2024, by and between the **Richland County Jail (hereafter referred to as "Purchaser")** whose address is Richland County Jail 181 West Seminary St. Richland Center, Wisconsin 53581 and **Pine Counseling (hereafter referred to as "Provider")** whose address is 204 S. Orange St., Richland Center, WI 53581 for Mental Health Treatment Services, in consideration of the mutual promises made herein, as follows:

TERM OF AGREEMENT

This Agreement becomes effective on June 10th, 2024, and shall continue in effect until amended or terminated. This Agreement may be renewed annually by mutual agreement set forth in writing for a term agreed to by the parties.

SERVICES TO BE RENDERED BY PROVIDER

Provider shall assume and deliver all responsibilities and duties as Mental Health provider for the Richland County Jail. Provider will act within their designated clinical licensure granted by the Department of safety and Professional Services. Provider will employ a therapeutic approach consistent with evidence-based practices.

Expected hours for services will include:

- No more than two hours weekly for identifying and treatment of mental health needs of inmates, **as needed.**
- Providers will be available for treatment one day per week to be determined by the Richland County Jail sheriff and provider, as needed.

Services will not include:

- Provider will not provide crisis assessments to inmates located at the Richland County Jail.
- Provider will not complete suicide assessments to inmates at the Richland County Jail; unless the provider is notified of suicidal ideations by the inmate at the time of meeting the inmate In the event an inmate identifies suicidal ideations with plan or intent provider will address concerns including notification of the Richland County Health and Human Services Crisis worker.

Additional hours can be requested by either party when necessary, but must be agreed upon in writing (electronic communication is acceptable) in advance of additional work being done.

COMPENSATION AND PAYMENT PROCESS

In consideration for the services to be performed by Provider, Purchaser agrees to pay Provider the sum of \$110.00 per hour, billed and compensated on a monthly basis. Pine Counseling agrees to track hours and submit detailed billing by mail to: Richland County Sheriff's Office; Attn: Amber Muckler **or by email to: amber.muckler@co.richland.wi.us** no later than the last Thursday of each month. Billing will be finalized and paid out on the third Tuesday of each month following.

CONTRACTOR STATUS

It is understood that the Provider is an independent business as defined by the Internal Revenue Code for all purposes and not an employee of the Purchaser. Provider is responsible for all taxes, benefits, worker's compensation insurance, unemployment insurance, malpractice and liability insurance, etc., as required by law for their own practices. Provider is also responsible for maintaining all appropriate and necessary licensing and abiding by all standard privacy practices applicable to services rendered.

CONFIDENTIALITY

The provider shall have access to and become acquainted with relevant records and information kept by Purchaser and/or used by Purchaser in connection with the operation of the Richland County Jail. Provider shall not disclose any of the records and/or information, directly or indirectly, or use any of them in any

manner, either during the term of this Agreement or at any time thereafter, except as required in the course of this engagement with the Purchaser. All records and information relating to the business of the Purchaser, whether prepared by Provider or otherwise coming into Provider's possession, shall be subject to HIPAA Regulations including 42 CFR Part 2.

ASSIGNMENT

Neither this Agreement nor any duties or obligations under this Agreement may be assigned by Purchaser or Provider without the prior written consent of Provider and Purchaser.

TERMINATION OF AGREEMENT

Notwithstanding any other provisions of this Agreement, either party hereto may terminate this Agreement at any time by giving 14 days' written notice to the other party. In addition, if Provider breaches any provision of this Agreement, Purchaser may terminate this Agreement with Provider immediately and without prior written notice to Provider. This Agreement may be terminated at any time by written agreement between the Provider and Purchaser.

NOTICES

Any notices to be given hereunder by either party to the other may be effected either by personal delivery, electronic mail, or by registered or certified mail, postage prepaid with return receipt requested. Mailed notices shall be addressed to the parties at the addresses appearing in this Agreement but each part may change that address by written notice in accordance with this paragraph. Notices delivered personally shall be deemed communicated as of the date of the actual receipt; mailed notices shall be deemed communicated as of three (3) days after the date of mailing. Purchaser's address is 181 West Seminary St. Richland Center, Wisconsin 53581. Provider's address is 204 S. Orange St. Richland Center, WI 53581.

ENTIRE AGREEMENT

This Agreement supersedes any and all other agreements, either oral or in writing, between the parties hereto with respect to the performance of services by Provider for Purchaser, and contains all of the covenants and agreements between the parties with respect to the rendering of such services. Each party to this Agreement acknowledges that no representations, inducements, promises, or agreements, orally or otherwise, have been made by any party, or anyone acting on behalf of any parties, which are not embodied herein, and that no other agreement, statement, or promise not contained in this Agreement shall be valid or binding. Any modification of this Agreement shall be effective only if it is in writing signed by both parties.

PARTIAL INVALIDITY

If any provision of this Agreement is held by a court of competent jurisdiction to be invalid, void, or unenforceable, the remaining provisions shall nevertheless continue in full force without being impaired or invalidated in any way.

SIGNED IN AGREEMENT:

Purchaser: by Sheriff Clay Porter

Signed: _____

Date: _____

Provider: by Ashley Kramer MSW LCSW

Signed: _____

Date: _____

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

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

(1) CREATION AND DUTIES OF THE PUBLIC SAFETY COMMITTEE: DUTIES OF SHERIFF POSITIONS IN THE OFFICE.

(a) There is created a Public Safety Committee to consist of 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 Public Safety Committee shall be filled in the same manner as any other vacancy on a standing committee of the Richland County Board.

(b) DUTIES OF THE PUBLIC SAFETY COMMITTEE.

The duties of the Public Safety Committee shall be:

1. To prepare or approve and publish rules and regulations relating to the Richland County Sheriff's Office, hereinafter referred to as the RCSO, in the manner set forth in this Ordinance;
2. To observe the Public Safety 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 Sheriff's Office, and to review bills of the RCSO;
4. To review the budget of the RCSO;
5. To act as Grievance Committee in the case of any grievance by an employee of the RCSO arising out of employment by the RCSO;
6. To refer, from time to time as deemed necessary by the Public Safety Committee, or as otherwise required by law, matters pertaining to the RCSO to the County Board;
7. To perform such other acts as are specifically allocated to the Public Safety Committee elsewhere in the Ordinance.

(c) **DUTIES OF THE SHERIFF.** The duties of the Richland County Sheriff shall be set forth in Wisconsin Statutes. In addition to the statutory duties, the Sheriff's duties shall include the general management of the RCSO 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 OFFICE.** The positions in the RCSO, 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.

4. Investigator, the holder of this position must be deputized by the sheriff.
5. Road Patrol Deputy Sheriff; the holder of this position must be deputized by the Sheriff.
6. Dispatcher-Jailer; the holder of this position may be deputized by the Sheriff.
7. RCSO Office Manager/Confidential Administrative Assistant; the holder of this position must be deputized by the Sheriff.
8. RCSO Clerk/Typist; the holder of this position may be deputized by the Sheriff.
9. The above positions are classified as follows:
 - a. Full-time.
 - b. Part-time, being those part-time employees who work a regular part-time basis.
 - c. Casual and temporary, being those persons who are called in to work in the Department on an irregular and unscheduled basis, as the Department's needs demand.

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

- | | |
|--|----|
| 1. Full-time Chief Deputy | 1 |
| 2. Full-time Road Patrol Lieutenant | 1 |
| 3. Full-time Jail/Dispatch Lieutenant (Administrator) | 1 |
| 4. Full-time Road Patrol Deputy Sheriff | 14 |
| 5. Full-time Investigator | 1 |
| 6. Full-time Dispatcher-Male Section Jailer | 6 |
| 7. Full-time Dispatcher-Female Section Jailer | 6 |
| 8. Full-time Dispatcher-Either Male or Female Jailer | 2 |
| 9. Full-time Office Manager/Confidential Administrative Assistant | 1 |
| 10. Full-time Clerk/Typist | 1 |
| 11. Casual and temporary employees may be called in by the Sheriff, Chief Deputy or Lieutenant to work, as the RCSO'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 34

TOTAL NUMBER OF PART-TIME POSITIONS 0

(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 RCSO which cannot be filled by job posting within the department. These hiring standards will also apply to all casual and temporary employees.

(b) The Public Safety Committee shall cause to be publicized the creation of an eligibility list to fill any vacancy.

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

1. The applicant must be a high school graduate or equivalent.
2. The applicant must be not less than 18 years of age.
3. 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 all positions within RCSO.

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 (c), as appropriate, shall take a competitive examination at County expense.

- 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 c-3 above.
 - b. traffic record check (if applicant will be required to drive as part of his/her duties).
- Step 3. A competitive examination will be administered.
- Step 4. Road Patrol Deputies will complete a Physical Agility Test administered by the RCSO or designee.
- Step 5. First oral interview panel will consist of the Sheriff or designee and 3-6 other people appointed by the Sheriff.
- 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 Public Safety 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 Public Safety Committee determines that a vacancy shall be filled from Step Six (6) the five applicants will be interviewed by a panel that consists of the Sheriff or designee, the Chair of Public Safety Committee or designee, County Administrator or designee and 3-6 other people designated by the Sheriff. All information from Steps 1 through 6 will be available for review at this interview. Applicants will then be ranked 1 through 5 for the position which is vacant.
- Step 9. Vacancies will be filled by appointment by the Sheriff from the names provided by Step 8.
- Step 10. Appointment to a position is contingent upon successful completion of:
 - a. a psychological examination.
 - b. a psychologist's recommendation.
 - c. background check.

c. a physical examination.

d. successful completion of employee's probationary period. A probationary employee may be dismissed at any time without cause.

(d) All persons who apply for or attain the position of full-time Road Patrol Deputy Sheriff or Investigator shall be certified by the State of Wisconsin as a law enforcement officer in accordance with sec. 165.85 of Wisconsin Statutes or be eligible for Wisconsin Law Enforcement Standards Board certification. RCSO may, upon approval of the Sheriff and the Public Safety 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. RCSO 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 RCSO 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.

(e) 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.

(f) 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. RCSO 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 Public Safety 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.

(3) CONDUCT OF DEPARTMENT EMPLOYEES IN REGARD TO POLITICAL ACTIVITY.

(a) No employee of RCSO 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, while on duty.

(b) Any employee of the Office 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 RCSO.

(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 Office. 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, Dispatcher-Jailer or Jail Administrator in the RCSO 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 RCSO at the time of his or her appointment. Alternatively, the Sheriff may appoint any person who is not on active duty with the RCSO 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 RCSO 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 RCSO, if such person was an employee of the RCSO at the time of his or her appointment as Chief Deputy, whether under this Ordinance or any former Richland County Sheriff's Office Ordinance.
3. Restoration to the former position within the RCSO of a Chief Deputy who was a former employee of the RCSO 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 RCSO on active duty with the RCSO 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 RCSO.

(d) DUTIES OF CHIEF DEPUTY. The Chief Deputy shall be the highest ranking officer of the RCSO under the Sheriff, and shall be the head administrative officer of the RCSO 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 RCSO 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 RCSO 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 RCSO, 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 RCSO during periods of time when the Sheriff is outside the boundaries of Richland County or is on a leave of absence. It is intended that all general policies of the RCSO 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 RCSO 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 RCSO at the time of his or her appointment as Chief Deputy, said person shall resume his or her former position with the RCSO as hereinbefore set forth. In the event that the Chief Deputy was not an employee of the RCSO 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 RCSO, 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 Office. 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 Office 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 Public Safety 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 Office for ten (10) working days. Officers within the RCSO 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 Public Safety 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 Office 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 RCSO provided they meet the qualifications detailed in paragraph (5)(c). If this position is to be filled by qualified applicants outside the RCSO, those applicants shall be screened in a similar manner as other new employees to the RCSO detailed in Section (2)(c) 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) and (4).

3. The Public Safety 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 Public Safety 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 Public Safety 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 Public Safety Committee and the Chief Deputy combined shall then certify to the Sheriff the names of three (3) candidates who, in the opinion of the Public Safety 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 RCSO, Jail Administrator, 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 RCSO, 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 RCSO at the time of his or her signing the job posting. Candidates from outside the RCSO, 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. Upon promotion of an employee on active duty with the Richland County Sheriff's Office 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 a three (3) month probationary period.

1. Upon the resignation of, the vacancy of, or 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 RCSO, if such person was an employee of the RCSO at the time of his or her promotion to Road Patrol Lieutenant, whether under this Ordinance or any former Richland County Sheriff's Office Ordinance.

2. Restoration to the former position within the RCSO of a Road Patrol Lieutenant shall be with tenure time for the time spent in the position as Road Patrol Lieutenant.
3. 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 RCSO.

(d) DUTIES OF ROAD PATROL LIEUTENANT. The Road Patrol Lieutenant shall be the highest-ranking officer of the RCSO 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 RCSO. 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 RCSO as are expected, subject only to the limitations placed upon the Road Patrol Lieutenant by the Sheriff, Chief Deputy or Public Safety 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 RCSO 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 RCSO 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 outside the boundaries of Richland County or are on a leave of absence. It is intended that all general policies of the RCSO 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 Office'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 RCSO, 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 and as outlined in statute. 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 RCSO at the time of his or her promotion as Road Patrol Lieutenant, said person shall resume his or her former position within the RCSO 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 RCSO 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 LIEUTENANT.

(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 "Fourth in Command" management position with direct oversight of jail/dispatch operations 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 Public Safety 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:

1. 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 RCSO 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 Public Safety Committee shall screen out applicants whose written resume' or experience does not meet minimum qualifications in paragraph (6)(c).
2. 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 RCSO provided they meet the qualifications detailed in paragraph (6)(c). If this position is to be filled by qualified applicants outside the RCSO, those applicants shall be screened in a similar manner as other new employees to the RCSO detailed in Section (2)(c) 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) and (4).
3. The Public Safety 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 (6)(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 Public Safety 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 (6)(b).

4. The Richland County Public Safety 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 (6)(b)(3). The Public Safety Committee and the Chief Deputy combined shall then certify to the Sheriff the names of three (3) candidates who, in the opinion of the Public Safety 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 JAIL ADMINISTRATOR. Any person who is a Chief Deputy Sheriff, who is on leave of absence from his prior duties in the RCSO, 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 RCSO, 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 RCSO at the time of his or her signing the job posting. Candidates from outside the RCSO, should the need arise to fill the position from outside the RCSO, 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.

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 a three (3) month probationary period.

1. Upon the resignation of, the vacancy of or 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 RCSO, if such person was an employee of the RCSO at the time of his or her promotion to Jail Administrator, whether under this Ordinance or any former Richland County Sheriff's Office Ordinance.
2. Restoration to the former position within the RCSO of a Jail Administrator shall be with tenure time for the time spent in the position as Jail Administrator.
3. 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 RCSO.

(d) DUTIES OF JAIL ADMINISTRATOR. The Jail Administrator shall be the highest-ranking officer of the RCSO in the Jail/Dispatch Division but under the Sheriff, Chief Deputy and Road Patrol Lieutenant. 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 Public Safety Committee. The Jail Administrator shall also assume any duties related to being a deputy Sheriff and a manager of the day to day operations 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 RCSO 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 operations during periods of time when the Sheriff and Chief Deputy are outside the boundaries of Richland County or are on a leave of absence. It is intended that all general policies of the RCSO 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 RCSO, 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 RCSO for just cause as determined by Richland County's Personnel Policies applying to non-union employees and in the manner prescribed in those policies and as outlined in statute. 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 RCSO at the time of his or her promotion as Jail Administrator, said person shall resume his or her former position within the RCSO as herein set forth in this ordinance. In the event that the Jail Administrator was not an employee of the RCSO 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 RCSO unless such person shall be thereafter newly hired pursuant to the provisions of paragraph (2) of this Ordinance.

(7) 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 and to establish departmental policies and procedures to any or all the positions within the RCSO. Work Rules may be established in accordance with the procedure hereinafter set forth and subject to the approval of the Public Safety 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 RCSO 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 RCSO 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 RCSO and the Public Safety Committee Chair.
3. The Public Safety 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 Public Safety Committee within 45 days after the posting, circulation and submission to the members of the Public Safety 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 Public Safety 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 RCSO shall conduct themselves in accordance with such rules and regulations.

(7) LEAVE OF ABSENCE FOR MILITARY SERVICE. All employees of the RCSO who enter the armed forces of the United States shall be considered on leave of absence for 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 RCSO 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 RCSO, 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 or 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, "RCSO" and the words "Sheriff's Office" shall mean the Richland County Sheriff's Office. In this Ordinance the word "Committee" and the words "Public Safety Committee" shall mean the Public Safety Committee of the Richland County Board of

Supervisors.

(12) REPEAL OF PREVIOUS ORDINANCES. All previous Richland County Sheriff's Office ordinances that are contrary to this ordinance 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 in accordance with Richland County Fee Schedule Policy. 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 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. See Richland County Fee Schedule Policy for rates.

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

Dated:

ORDINANCE OFFERED BY THE PUBLIC SAFETY COMMITTEE